

## Requesting Official Transcripts



### Definitions:

- **Official Transcript:** A certified copy of a transcript (record of grades and terms taken), typically sent directly between institutions either on paper or electronically. Official transcripts are typically used for purposes of admission to college, enrollment verification with current or potential employers, and government purposes.
- **Unofficial Transcript:** An up-to-date record of grades and terms taken found online that is for the personal use of the student only (and/or chosen designees, such as parents).

### Important information *before* you begin:

1. You will need your Southeastern student ID to efficiently order transcripts without delays. Please make sure to hold onto that information.
2. When selecting a school, please search and select Southeastern Baptist Theological Seminary as there are other "Southeastern" institutions by a similar name.
3. For transcripts to be official, they must be delivered directly to the institution. Some institutions utilize Parchment, and the transcript sends to them automatically once the order is placed. If the institution you are sending your transcript to does not utilize Parchment, you will need the school's email to submit the request.

### Obtaining an Official Transcript(s)

**Step 1) Creating a Parchment Account** (if you already have a Parchment Account, jump to [Ordering your Official Transcript](#))

- a) Navigate to Southeastern's Parchment page:  
<https://www.collegeatsoutheastern.com/academics/Registrar/default.aspx>
- b) Click on **Transcript Request** tab (circled below). The request page is not the default page and must be selected first before scrolling to order link.

A screenshot of the Registrar website for The College at Southeastern. The top navigation bar includes links for "APPLY NOW", "FUTURE STUDENTS", "CURRENT STUDENTS", "PARENTS", "ALUMNI", "CampusNet", and "SEARCH". The main header features the college logo and navigation links for "ABOUT", "ADMISSIONS &amp; AID", "ACADEMICS", and "CAMPUS COMMUNITY". Below this is a large blue banner with the word "REGISTRAR" in white. The main content area is divided into two columns. The left column, under the "ACADEMICS" heading, lists "Programs of Study", "Registrar" (highlighted in a blue box), "Academic Catalog", "Prison Programs", and "Teacher Education". The right column, under the heading "The Southeastern Registrar Office", has a sub-heading "ENROLLMENT AND DEGREE VERIFICATION" and a tab labeled "TRANSCRIPT REQUEST" which is circled in red. Below the tab, there is a text block stating: "The College at Southeastern has authorized the National Student Clearinghouse to provide enrollment and degree verifications on our behalf. For immediate verifications, please visit the following National Student Clearinghouse websites:"

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- c) Scroll until you see links at the bottom of the first section
- d) Click on **Order a Transcript** (circled below)

A screenshot of the Southeastern Baptist Theological Seminary website. On the left is a navigation menu with links like "Meet the Faculty", "Course Search", "Academic Calendar", "Bookstore", "College Viewbook", "academic-partnerships", "Default", "TESL", "The EQUIP Network", and "5 Year Degree Programs". The main content area has a header with "Credentials hours of operation are Monday-Thursday 8AM - 5PM EST and Friday 8AM-6PM EST." Below this is a paragraph explaining the transcript request process, including the email "registrar@sebts.edu" and a disclaimer. Three links are visible: "Order a Transcript" (circled in red), "Check the Status of My Order", and "Frequently Asked Questions". At the bottom, there is a "Blueprint Forms" section and a "GO" button.

- e) As a dual enrollment student, select **No** in response to whether you're transferring.
- f) Click **Submit** to move to the next page.

A screenshot of the "Transcript Request" form. At the top are three logos: a shield with an 'S', a blue circle with "GO", and a shield with a cross. The form title is "Transcript Request". Below the title is a question: "Are you requesting a transcript to transfer from Southeastern to another institution? (if you are not a current student, please select 'no')". There are two radio button options: "Yes" and "No". The "No" option is selected and circled in red. Below the radio buttons is a "Submit" button, also circled in red.

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- g) Enter a valid email address (personal email suggested)
- h) When button turns green, select **Continue**

A screenshot of the Parchment website interface. At the top, it says "parchment" in the browser tab. The main header is blue with the Southeastern Baptist Theological Seminary logo and name, along with the address "322 N. Wingate St., Wake Forest, NC, 27587, US". Below the header, there are two options: "Ordering your own credentials or academic records" (with a green checkmark icon) and "Ordering on behalf of someone else" (with a blue person icon). A message from the seminary follows, welcoming users and explaining the service. Below the message, there is a section titled "START HERE - ENTER YOUR EMAIL ADDRESS" with an email input field and a "Continue" button. A red asterisk indicates that the email field is required.

**Note:** You are creating an account in Parchment so that you can easily order transcripts from Southeastern (or any other college attend in the future, if they use Parchment). So it is not recommended that you use your school email. Later, you'll be selecting your institution from a list and entering your student ID. You'll also be asked to verify this email address, so please be sure it is an email you have access to currently.

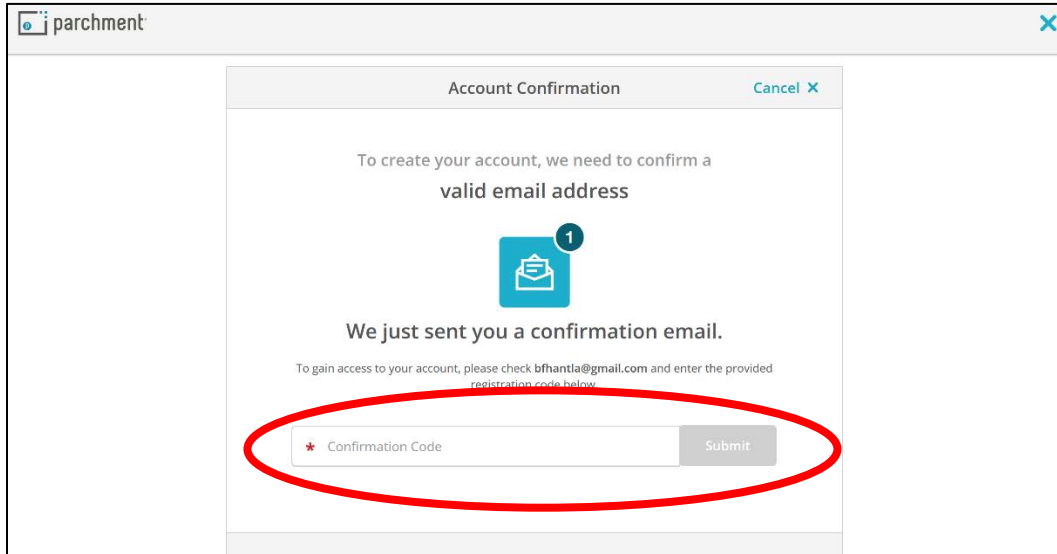
- i) Check the email account you entered in the previous field. You should receive an email from [parchment@parchment.com](mailto:parchment@parchment.com) within 1-2 minutes of submitting your email. Be sure to check spam and junk mail folders, as well.
- j) In your email, you may either click the **Verify Your Email Address** button (this will automatically open a new window in the Parchment site) OR copy and paste the "Verification Code" (in this example, 8bx7Bf is the code but this will **not** be your code).

A screenshot of an email verification screen. The text reads: "Click the button below to verify that this is your email address or enter your verification code into the page you were just on:". Below this, there are two options: a green button labeled "Verify Your Email Address" and a text input field labeled "Enter Your Verification Code." with the code "8bx7Bf" entered. Both the button and the code are circled in red. At the bottom, it says "Welcome to Parchment! We're happy to have you here."

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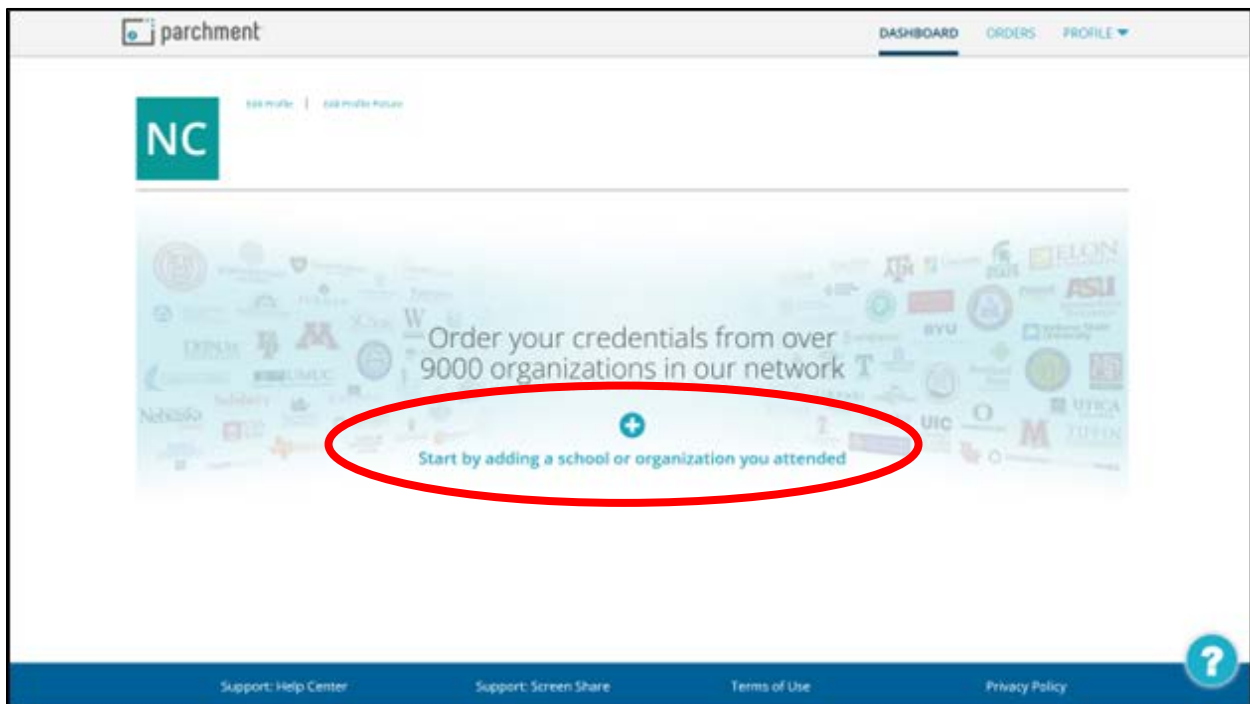


- k) If you choose to copy and paste the code, back in your web browser, enter **Confirmation Code** sent to you in the email in the designated field. **NOTE:** Letter case is important so please pay attention to upper and lowercase letters.
- l) Select **Submit**.



## Step 2) Adding Southeastern to your account

- a) Click on **Plus Sign**



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- b) Place cursor in the institution field and write “Southeastern Baptist Theological Seminary.” **NOTE:** The College at Southeastern is the undergraduate school of the seminary, and there are many schools with “Southeastern” in their name. So please write the full name of the seminary in the field to ensure that you’re selecting the correct institution. *Failure to identify the correct institution will prolong the transcript ordering process.*
- c) Select **Search**
- d) Locate Southeastern Baptist Theological Seminary and click **ADD** to include Southeastern in your profile list.

1. Search 2. Enrollment Info

### Add Your School or Organization

Run a search below to add the school you attended to your profile. This will allow you to request transcripts.

School/Organization	Location	Type	
Southeastern Baptist Theological Seminary	Wake Forest, NC, US	College /Undergraduate	<input type="button" value="ADD"/>
Eastern University - Office of the Registrar	St. Davids, PA, US	College /Undergraduate	<input type="button" value="ADD"/>
Asbury Theological Seminary	Wilmore, KY, US	College /Graduate	<input type="button" value="ADD"/>
Asbury Theological Seminary	Wilmore, KY, US	College /Undergraduate	<input type="button" value="ADD"/>
Southwestern Baptist Theological Seminary	Fort Worth, TX, US	College /Undergraduate	<input type="button" value="ADD"/>
New Orleans Baptist Theological Seminary	New Orleans, LA, US	College /Undergraduate	<input type="button" value="ADD"/>

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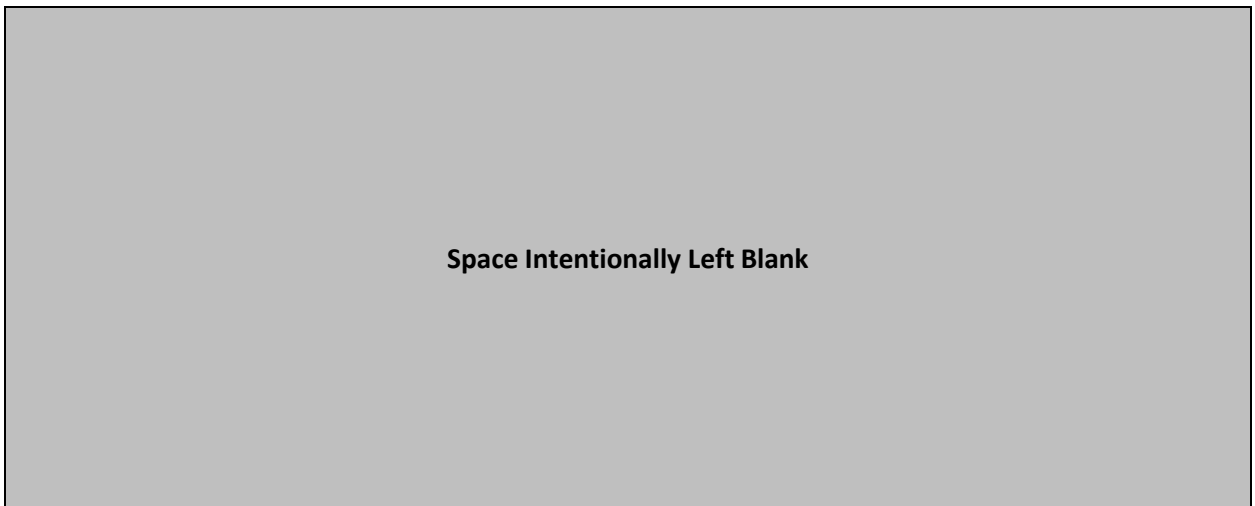


- e) Of the options provided, please select **Yes, currently attending** from the dropdown since you did not graduate from Southeastern.
- f) Then complete the fields based on when you took your first and last dual enrollment course.
- g) Enter your Student ID Number provided to you by the Dual Enrollment office.

**NOTE:** Do not use dashes or spaces, only numbers in this space. The field will allow you to enter dashes and other characters, so please ensure that you only input the numbers for your student ID. Also, be sure to include the zeros at the beginning of the ID, if applicable.

If you do not remember your student ID, please email [dualenrollment@sebts.edu](mailto:dualenrollment@sebts.edu) with Subject "Student ID."

- h) When green button at the bottom of this page appears, click **CONTINUE**.

A screenshot of a web form for Southeastern Baptist Theological Seminary. The form is titled "Southeastern Baptist Theological Seminary would like you to provide the following information:". It contains several required fields marked with a red asterisk: "Are you currently enrolled?" with a dropdown menu showing "Yes, currently attending"; "What was your first year of attendance?" with an empty text box; "Expected Graduation/Leave Year" with an empty text box; "Your Student ID Number" with an empty text box; and "Please verify your name while attending" with radio buttons for "Bryce Hantla" (selected) and "Other name variation or maiden name". At the bottom, there is a checkbox for "Finish creating my Parchment account without placing an order right now." and a grey "CONTINUE" button. A footer note states "All items marked with a red asterisk are required."

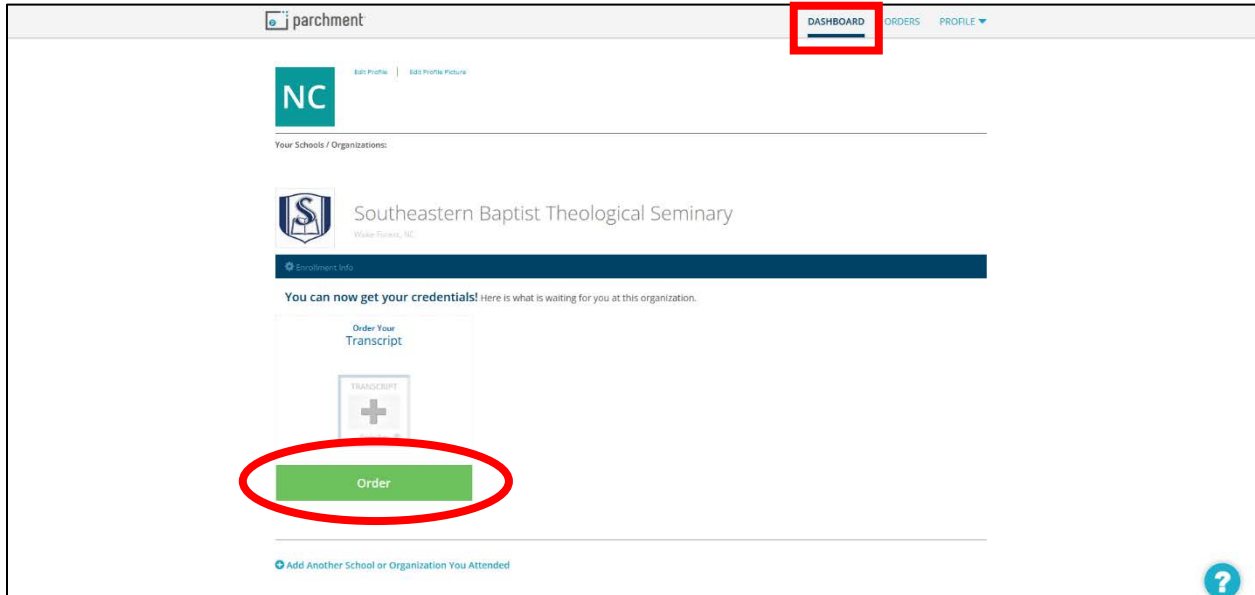
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### Step 3) Ordering your Official Transcript

- To begin ordering your official transcript, ensure you're on the **DASHBOARD** (see tabs at top)
- Click **Order** in green button



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- c) On the **Set Delivery Destination** page (screenshot below), you may order a transcript by four different means:
- 1) **Send directly to a recipient** (*STRONGLY RECOMMENDED*). Click [here](#).  
**Note:** You must have the recipient's name/office and email *before* selecting this option. Most Admission offices provide this information to prospective students, and some very large institutions have multiple offices receiving transcripts (for example, NC State has "Undergraduate Admissions" and "Admissions" listed on their dropdown). It is very easy to send your transcript to the wrong office if you choose Option 2 but are unsure.
  - 2) **Search institutions and select a department**. Click [here](#).  
**Note:** There may be multiple offices receiving transcripts and for various purposes (e.g., Scholarships, Undergraduate Admissions, Admissions, Registrar, Certification or Licensure, Other). See option 1 for why we recommend directing your transcript to a specific office or email.
  - 3) **Mail a physical copy to a physical address**. Click [here](#).  
**Note:** This may cause some delays in the completion of your transaction, especially during high-traffic times such as late spring. Southeastern's Registrar will be responsible for printing and mailing transcripts.
  - 4) **Physical Pick-Up**. Click [here](#).  
**Note:** You will have to pick up transcripts from Southeastern in Wake Forest, NC, and hand-deliver to the receiving institution. Some institutions will not accept hand-delivered transcripts as "official," so please check with your prospective institution before selecting this option.

A screenshot of the Parchment website's "Set Delivery Destination" page. The page has a header with the Parchment logo and navigation links for "DASHBOARD", "ORDERS", and "PROFILE". The main content area is titled "Set Delivery Destination" and includes a "CANCEL X" link. Below the title, there is a message: "Your order will be sent from Southeastern Baptist Theological Seminary to the individual and/or organization at the destination below." A search bar with a magnifying glass icon and the text "Where would you like to send the credential?" is followed by a green "Search" button. Below the search bar, the word "OR" is centered. At the bottom, there is a blue link with a person icon that says "I'm sending to myself or another individual".



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### Option 1: Send Directly to a Recipient

- Click on blue link that says **I'm sending to myself or another individual**.
- When prompted, click on **I am sending this order to another individual**.

A screenshot of the Parchment website's "Set Delivery Destination" page. The page title is "Set Delivery Destination" with a "CANCEL X" link. Below the title, it says "Your order will be sent from Southeastern Baptist Theological Seminary to the individual and/or organization at the destination below." There is a search bar with the placeholder text "Where would you like to send the credential?" and a green "Search" button. Below the search bar, there are two options: "I'm sending to myself or another individual" (with a person icon) and "I am sending this order to myself". The second option is highlighted with a blue bar, and the entire selection area is circled in red.

- Make sure that the **Electronic** icon is green at the top of the page.
- Complete the **RECIPIENT INFORMATION** fields (to whom transcript is being sent) with what the institution provided to you when you obtained this information prior to beginning this step.
- Select green **Continue** button once prompted.

A screenshot of the Parchment website's "Set Delivery Destination" page. The page title is "Set Delivery Destination" with a "CANCEL X" link. Below the title, it says "Your order will be sent from Southeastern Baptist Theological Seminary to the individual and/or organization at the destination below. Select a delivery method for your order." There are three delivery method icons: "Electronic" (with a green icon and "Delivered By Ship" text), "Print & Mailed" (with a mail icon and "Printed On Paper & Mailed" text), and "Local Pickup" (with a hand icon and "In-Person Pickup" text). The "Electronic" icon is circled in red. Below the delivery methods is a "RECIPIENT INFORMATION" section with three text input fields: "School Name, Business, Person, or Your Name", "Recipient's Email", and "Retype Email". A "Continue" button is at the bottom of this section. The entire recipient information section is circled in red. At the bottom of the page, there is a "Back to search" link.

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- f) Verify that the “When do you want this sent?” field is set to the appropriate timeline (default is **Send Now**).
- g) Select the “Purpose” that meets your reason for ordering the transcript.
- h) Scroll down.

A screenshot of the Parchment web application interface. The page is titled "Item Details" and shows a transcript request from Southeastern Baptist Theological Seminary to North Carolina State University. The delivery method is "Electronic" with a credential fee of \$15.00. A red box highlights the "When do you want this sent?" dropdown menu (set to "Send Now") and the "Purpose" dropdown menu (set to "Undergraduate Admissions"). Other options in the "Purpose" menu include Law School Admissions, Self, Undergraduate Admissions (highlighted), Medical School Admissions, Grant or Fellowship, Admission, Scholarship, and Transfer.

- i) Determine whether additional files need to be attached and attach those by selecting the **Add An Attachment** button
- j) Using your mouse or your finger (if on a touchscreen), sign the form in the space provided next to the “x”
- k) Type **First Name** and **Last Name** in fields provided
- l) Check box identifying you as yourself next to “I certify under...”
- m) Once **CONTINUE** button turns green, select the button.

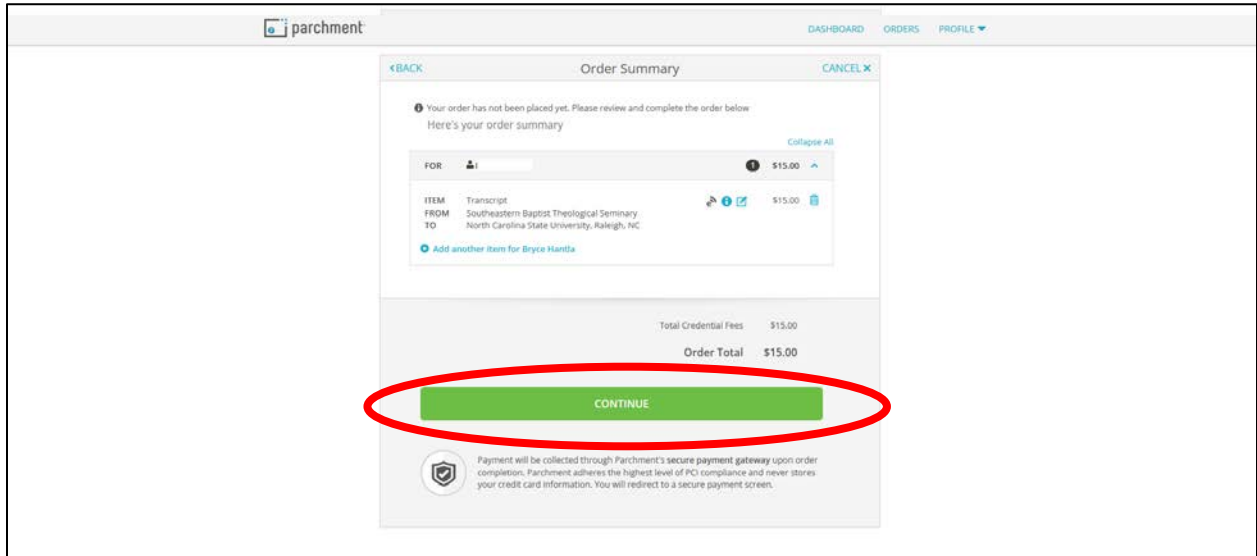
A screenshot of the signature and certification section of the transcript request form. It includes an "Add An Attachment" button, a "Clear Signature" button, a signature line with an "X" above it, and fields for "First Name", "Middle Name", and "Last Name". Below these fields is a checkbox for "I certify under penalty of law that I am the individual identified above and am authorized to take this action." A red box highlights the signature line, the name fields, and the certification checkbox. At the bottom, there is a grey "CONTINUE" button and a note: "All items marked with a red asterisk are required to submit this form."

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- n) Review your order for accuracy and either select **CONTINUE** or click **Add another item for [YOUR NAME]**.

**Note:** To revise your order, select the pen and paper option. To remove a transcript order from your “cart,” click on the trash can icon.



- o) Click [here](#) for instructions on finalizing payment.



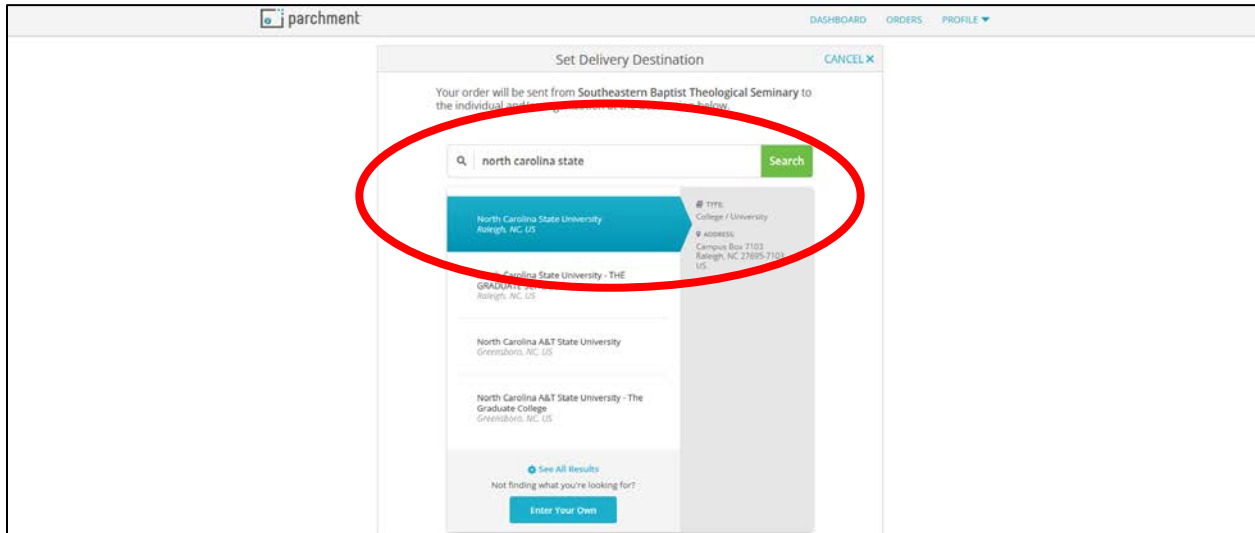
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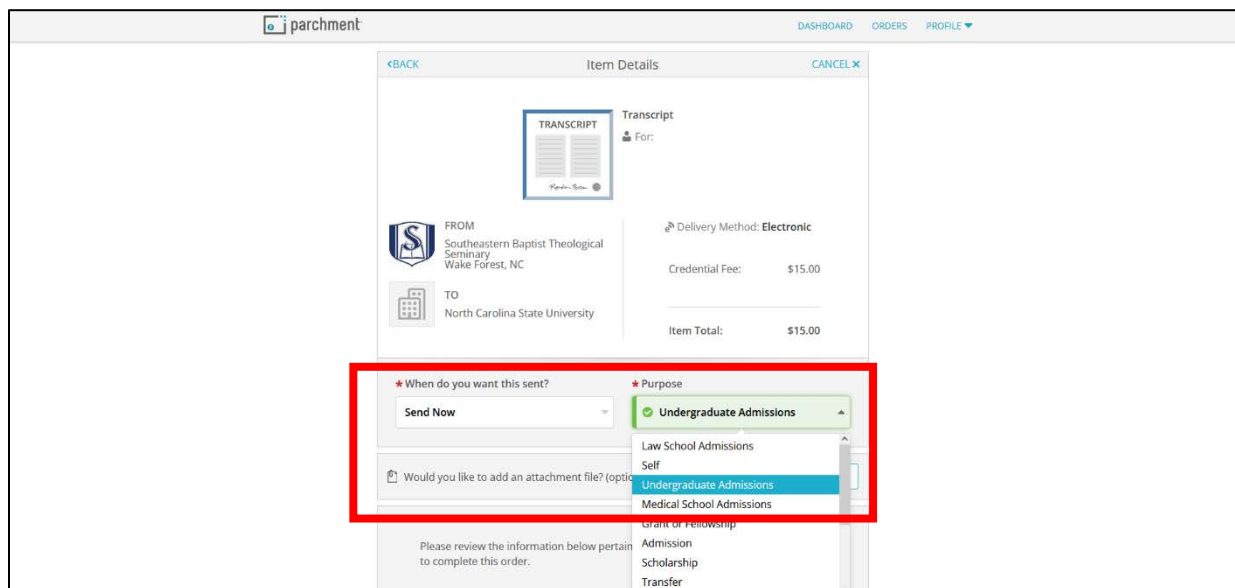
### Option 2: Search Institutions and Select a Department

- Place cursor in search bar with gray text that says “Where would you like to send the credential?”
- Begin typing the name of the college or university you would like the transcript to go to.
- As you begin typing, search results will begin to populate (see screenshot below).
- Click the blue highlighted text of your destination school from the list provided.

**Note:** If you don’t see your school listed, you may need to refine your search by typing additional information into the search or select the next page of options.



- Verify that the “When do you want this sent?” field is set to the appropriate timeline (default is **Send Now**).
- Select the “Purpose” that meets your reason for ordering the transcript.
- Scroll down.



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- h) Determine whether additional files need to be attached and attach those by selecting the **Add An Attachment** button
- i) Using your mouse or your finger (if on a touchscreen), sign the form in the space provided.
- j) Type **First Name** and **Last Name** in fields provided
- k) Check box identifying you as yourself next to "I certify under..."
- l) Once **CONTINUE** button turns green, select the button.

A screenshot of a web form for requesting transcripts. At the top, it asks "Would you like to add an attachment file? (optional)" with an "Add An Attachment" button. Below is a section for signing: "Sign here with mouse or finger" with a "Clear Signature" button. A large white box with a red border is highlighted, containing a signature line with an "X", a label "Type full name as signed above", and three input fields for "First Name", "Middle Name", and "Last Name". Below these is a checkbox with the text "I certify under penalty of law that I am the individual identified above and am authorized to take this action." At the bottom of the form is a grey "CONTINUE" button. A red asterisk at the bottom indicates that items marked with a red asterisk are required.

- m) Review your order for accuracy and either select **CONTINUE** or click **Add another item for [YOUR NAME]**.

**Note:** To revise your order, select the pen and paper option. To remove a transcript order from your "cart," click on the trash can icon.

A screenshot of the Parchment "Order Summary" page. The page shows a summary of the order, including a table with columns for "ITEM", "FROM", and "TO". The order total is \$15.00. A green "CONTINUE" button is circled in red. The page also includes a "Payment will be collected through Parchment's secure payment gateway" notice.

- n) Click [here](#) for instructions on finalizing payment.

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### Option 3: Mail a Physical Copy to a Physical Address

- Click on blue link that says **I'm sending to myself or another individual**.
- When prompted, click on **I am sending this order to another individual**.

A screenshot of the Parchment website's "Set Delivery Destination" page. The page title is "Set Delivery Destination" with a "CANCEL X" link. Below the title, it states: "Your order will be sent from Southeastern Baptist Theological Seminary to the individual and/or organization at the destination below." There is a search bar with the placeholder text "Where would you like to send the credential?" and a green "Search" button. Below the search bar, there are two options: "I'm sending to myself or another individual" (highlighted with a red oval) and "I am sending this order to myself". Underneath the highlighted option, there are two sub-options: "I am sending this order to myself" and "I am sending this order to another individual" (highlighted with a blue bar).

- Click on **Print & Mailed** icon at the top of the page.
- Complete all required fields under **RECIPIENT INFORMATION**
- If desired, check box next to "Add rush delivery on FedEx."

**Note:** Additional charges will apply for rush delivery.

A screenshot of the Parchment website's "Set Delivery Destination" page. The page title is "Set Delivery Destination" with a "CANCEL X" link. Below the title, it states: "Your order will be sent from Southeastern Baptist Theological Seminary to the individual and/or organization at the destination below. Select a delivery method for your order". There are three delivery options: "Electronic Delivered By Email", "Print & Mailed Printed On Paper & Mailed" (highlighted with a red circle), and "Local Pickup In-Person Pickup". Below these options is the "RECIPIENT INFORMATION" form, which is highlighted with a red box. The form includes fields for: "School Name, Business, Person, or Your Name", "Attention", "Phone", "Country", "Address 1", "Address 2", "City", "State/Province", and "Postal Code". At the bottom of the form, there is a section titled "Need this delivery expedited?" with a checkbox for "Add rush delivery via FedEx" and the FedEx logo.

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- f) Select the "Purpose" that meets your reason for ordering the transcript.
- g) Scroll down.

A screenshot of the Parchment web application interface. The page is titled "Item Details" and shows a transcript order. The "FROM" field is "Southeastern Baptist Theological Seminary, Wake Forest, NC" and the "TO" field is "North Carolina State University". The "Purpose" dropdown menu is open, showing options: "Undergraduate Admissions" (selected), "Law School Admissions", "Self", "Medical School Admissions", "Grant or Fellowship", "Admission", "Scholarship", and "Transfer". The "When do you want this sent?" dropdown is set to "Send Now". The "Item Total" is \$15.00. A red box highlights the "Purpose" dropdown menu.

- h) Determine whether additional files need to be attached and attach those by selecting the **Add An Attachment** button
- i) Using your mouse or your finger (if on a touchscreen), sign the form in the space provided.
- j) Type **First Name** and **Last Name** in fields provided
- k) Check box identifying you as yourself next to "I certify under..."
- l) Once **CONTINUE** button turns green, select the button.

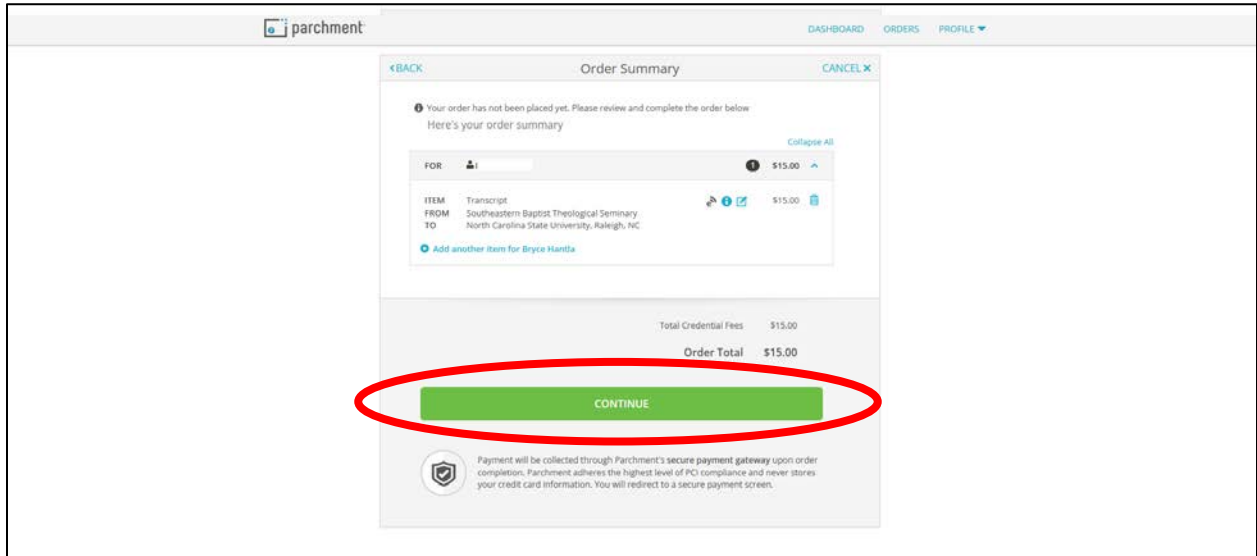
A screenshot of the Parchment web application interface showing the signature and name fields. The "Add An Attachment" button is visible at the top. Below it, there is a section for signing the form. The "Sign here with mouse or finger" field is highlighted with a red box. Below the signature field, there are fields for "First Name", "Middle Name", and "Last Name". A checkbox is checked next to the text "I certify under penalty of law that I am the individual identified above and am authorized to take this action." The "CONTINUE" button is visible at the bottom.

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- m) Review your order for accuracy and either select **CONTINUE** or click **Add another item for [YOUR NAME]**.

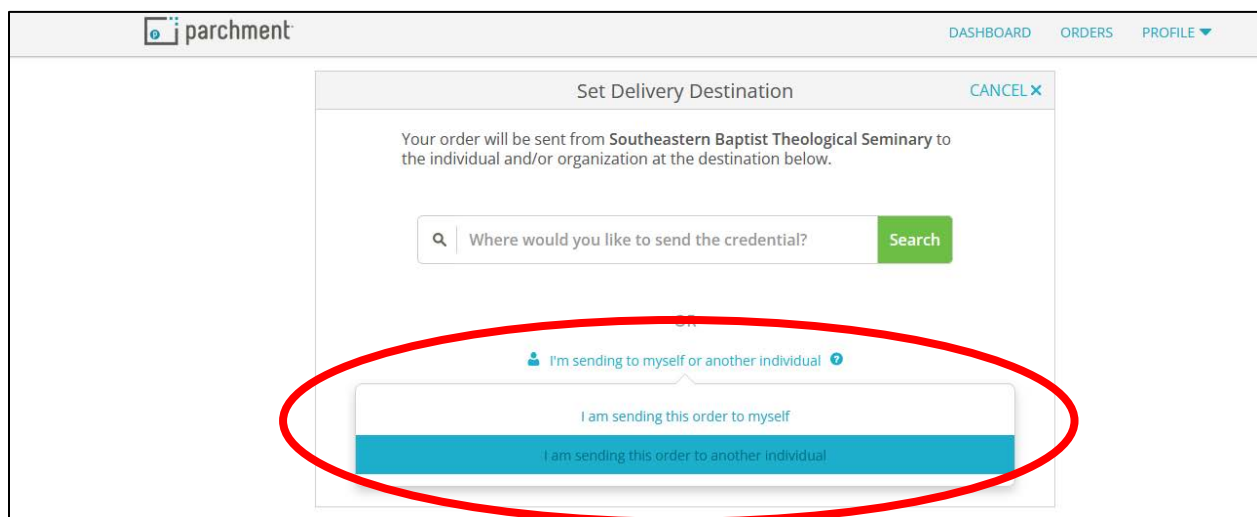
**Note:** To revise your order, select the pen and paper option. To remove a transcript order from your “cart,” click on the trash can icon.



- n) Click [here](#) for instructions on finalizing payment.

### Option 4: Physical Pick-Up

- a) Click on blue link that says **I'm sending to myself or another individual**.  
b) When prompted, click on **I am sending this order to another individual**.





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- c) Click on **Local Pickup** icon at the top of the page
- d) Click on the radio button next to the appropriate option under **LOCAL PICKUP INFORMATION** and complete all contact information fields.

A screenshot of the parchment website's "Set Delivery Destination" form. The page has a header with the parchment logo and navigation links for "DASHBOARD", "ORDERS", and "PROFILE". The main heading is "Set Delivery Destination" with a "CANCEL X" button. Below this, a message states: "Your order will be sent from Southeastern Baptist Theological Seminary to the individual and/or organization at the destination below. Select a delivery method for your order." Three delivery options are shown: "Electronic" (Delivered By Email), "Print & Mailed" (Printed On Paper & Mailed), and "Local Pickup" (In-Person Pickup). The "Local Pickup" option is circled in red. Below the options is a section titled "LOCAL PICKUP INFORMATION" enclosed in a red border. This section contains a paragraph of text, two radio button options: "I will be picking this order up myself" (selected) and "I would like to allow another person to pick this order up on my behalf", and a text input field for "Telephone".

- e) Select **Registrar's Office** from the dropdown under "PICKUP DETAILS."
- f) Check the box next to the statement that begins "I understand that ..."
- g) Click on the **CONTINUE** button once it turns green.

A screenshot of the "PICKUP DETAILS" form. It features a dropdown menu with "Registrar's Office" selected. Below the dropdown, the address "Registrar's Office, 120 S Wingate St, Wake Forest, NC 27587-2530" is listed. A confirmation section contains a checked checkbox and the text: "I understand that I will receive a notification when my order is ready to be picked up in person at the designated location listed above, and day and time pickup restrictions may apply." A green "Continue" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Back to search".

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- h) Select the "Purpose" that meets your reason for ordering the transcript.
- i) Scroll down.

A screenshot of the Parchment website's "Item Details" page. The page shows a transcript order from Southeastern Baptist Theological Seminary to North Carolina State University. A red box highlights the "Purpose" dropdown menu, which is open and shows "Undergraduate Admissions" selected. Other options include Law School Admissions, Self, Medical School Admissions, and Grant or Fellowship. The "When do you want this sent?" dropdown is set to "Send Now".

- j) Determine whether additional files need to be attached and attach those by selecting the **Add An Attachment** button
- k) Using your mouse or your finger (if on a touchscreen), sign the form in the space provided.
- l) Type **First Name** and **Last Name** in fields provided
- m) Check box identifying you as yourself next to "I certify under..."
- n) Once **CONTINUE** button turns green, select the button.

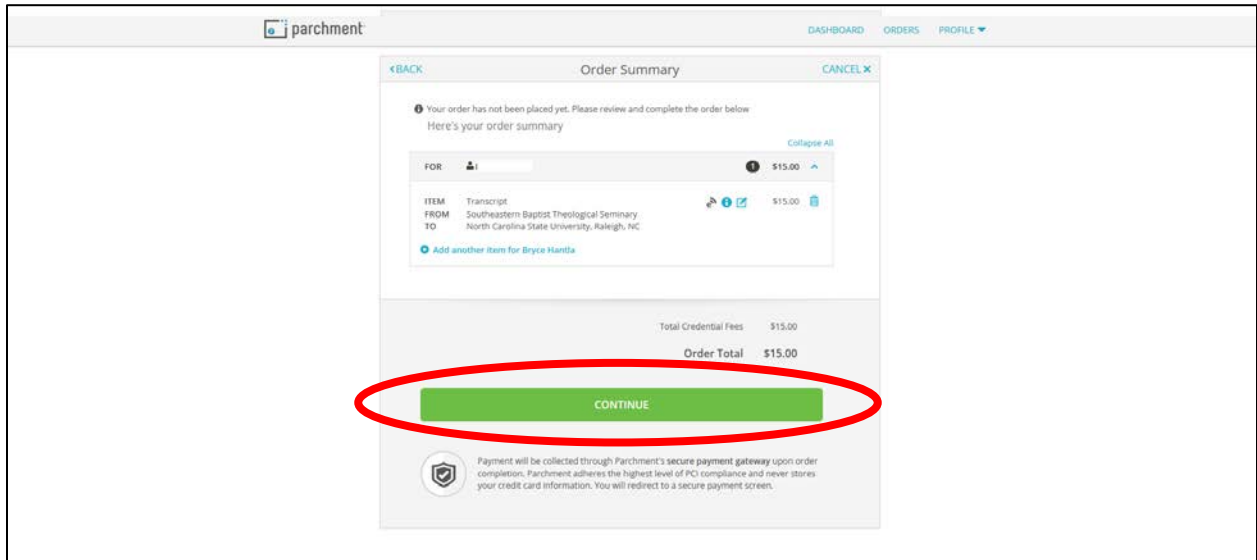
A screenshot of the signature and certification section of the transcript request form. A red box highlights the signature line, the "Type full name as signed above" section with "First Name", "Middle Name", and "Last Name" fields, and the certification checkbox. The "CONTINUE" button is visible at the bottom, and a note states "All items marked with a red asterisk are required to submit this form."

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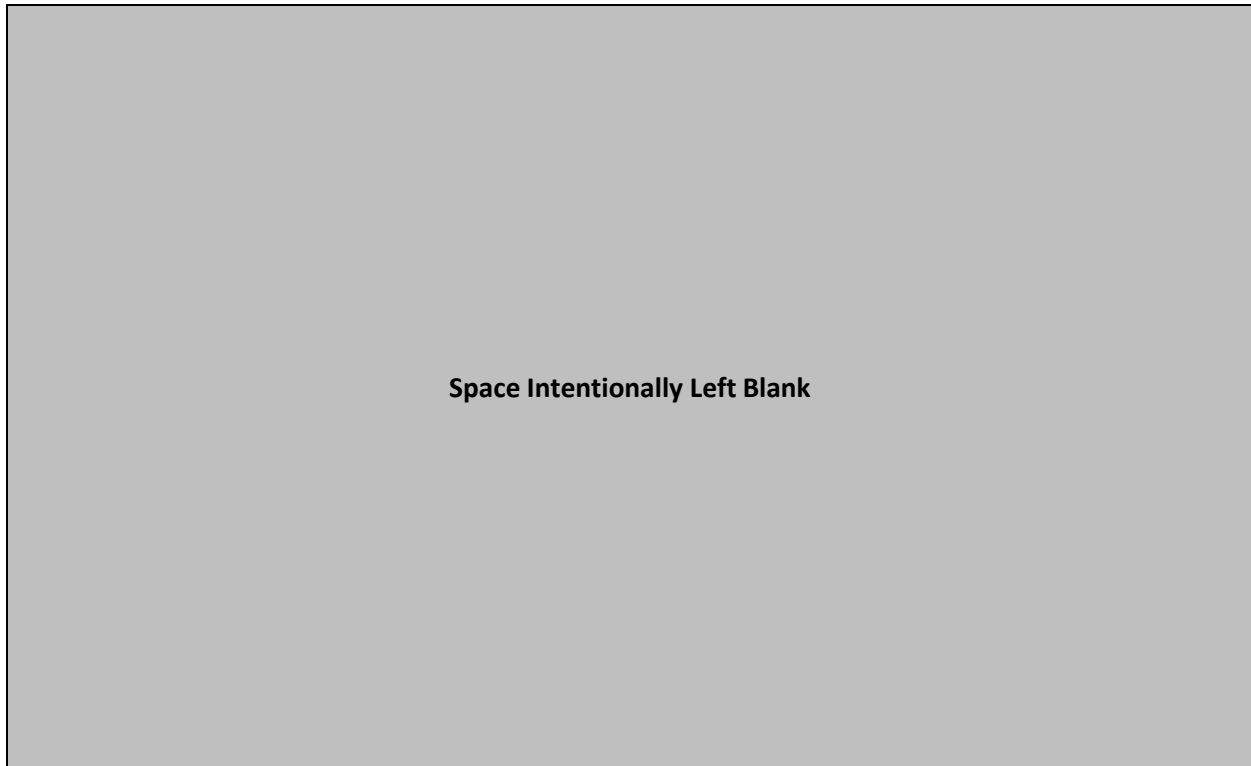


- o) Review your order for accuracy and either select **CONTINUE** or click **Add another item for [YOUR NAME]**.

**Note:** To revise your order, select the pen and paper option. To remove a transcript order from your “cart,” click on the trash can icon.



- p) Click [here](#) for instructions on finalizing payment.



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### Step 4: Finalizing Payment in Parchment

- a) Enter all required fields under **Payment Information**
- b) Click on **Submit Payment** when shown in green.

**Note:** Transcripts will not be processed or sent to the chosen institution(s) until payment has been finalized. You should receive a confirmation screen upon completion of payment, so if you do not, please do not wait longer than 5 minutes before inquiring of Parchment as to whether payment was processed.

A screenshot of the Parchment Secure Payment Gateway form. The form is titled "PARCHMENT SECURE PAYMENT GATEWAY" and includes a security notice: "Parchment adheres to the highest level of PCI compliance and never stores your credit card information." The form is divided into sections: "Payment Information" and "Billing Address". The "Payment Information" section includes fields for "First and last name as it appears on credit card" (with "Bryce" and "Hanta" entered), "Credit Card Number", "Exp. Month", "Exp. Year", and "CVV". Below these are logos for VISA, Mastercard, Discover, and American Express, along with the text "Order Total: \$15.00" and "\$15.00 will be charged to this card." The "Billing Address" section includes a "Phone" field, a "Billing Address" dropdown menu (set to "United States of America"), and address fields for "104 Patterson Dr", "Address 2", "Youngville", "North Carolina", and "Postal Code". A "Submit Payment" button is visible at the bottom of the form. A note at the bottom states: "All items marked with a red asterisk are required to submit this form."